

OCEAN CITY
PURCHASING DEPARTMENT
RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. *M80*

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APPROVED BY DEPARTMENT, AGENCY, OR DIVISION REPRESENTATION		SCHEDULE AUTHORIZED BY STATE ARCHIVIST	
DATE	<u>3/9/00</u>	DATE	<u>APR 11 2000</u>
SIGNATURE	<u><i>[Signature]</i></u>	SIGNATURE	<u><i>Edward C. [Signature]</i></u>
TYPE NAME	<u>JOE SOBCEK</u>		
TITLE	<u>Purchasing Agent</u>		

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Agency		Division/Unit
Ocean City		Purchasing
ITEM NO	DESCRIPTION	RETENTION
1	Bid Files -contains correspondence; bid awards; purchase orders; notice to bid; bids received; specifications; rental agreements	Retain for 5 (five) years and until all audit requirements have been fulfilled, then destroy
2	Correspondence -motor vehicle administration-problems with city vehicles	Retain for 3 (three) years, then destroy
3	Physical Inventory Reports -exception reports; cycle inventory worksheet	Retain for 3 (three) years and until after all audit requirements have been fulfilled, then destroy
4	Auctions -contains correspondence; check copies; auction list; equipment information list	Retain for 3 (three) years and until all audit requirements have been fulfilled, then destroy